

# SFY 2018

## Instructions for Form DMH-TXX-013

### Social Services Block Grant (SSBG – Title XX) Invoice

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#### Updates for form DMH-TXX-013

- ◆ Easier to complete
- ◆ Enter whole dollars only. No cents.

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#### Lines A

##### Quarterly allocation

Enter the amount allocated for the quarter. For multiple allocations (designated by Ohio MHAS as funds for one (1) quarter), combine amounts and enter total.

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#### Lines B

##### Amount invoiced to-date from 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> Quarter Allocation (if any)

Enter on Lines B the total of any drawdowns previously invoiced from the quarter.

If "\$0.00" funds were invoiced from the allocation of the quarter, enter "\$0".

Example:

On a prior invoice you requested \$10,000 of your \$10,000 allocation; so now enter \$10,000 on Line B.

OR,

Over two prior invoices you requested \$8,000 and \$1,500 of a \$10,000 allocation; so now enter \$9,500 on Line B.

*Note: Each invoice submission to Ohio MHAS must reflect all drawdown activity for the previous quarter(s). This will be a cumulative report of your Title XX drawdowns.*

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#### Lines C

##### Net (A – B)

This is a calculated field. No entry necessary.

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#### Lines D

##### Amount of Allocation for Board Administration

Enter the amount being requested (by means of your current invoice) for Board Administration costs for the associated quarter. If none, enter "\$0".

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#### Lines E

##### Amount of Allocation for Agency Invoices

Enter the amount being requested (by means of your current invoice) for Agency Invoices for the associated quarter. If none, enter "\$0".

#### IMPORTANT:

Lines D and Lines E may be "\$0" if either of the following applies:

- If the full amount of your allocation for the quarter was already requested on previous invoices. (See Lines B.)
  - OR
  - If "\$0.00" is being requested with the current invoice, even though there is a balance of unused funds.
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#### Lines E1, E2, E3, E4

##### Total Request (D + E)



Line E is the total drawdown from each quarter to be paid out from your allocation(s) by means of your current invoice.

This is a calculated field. No entry is necessary.

#### IMPORTANT:

This line may be "\$0" if either of the following applies:

- If the full amount of your allocation for the quarter was already requested on previous invoices. (See Lines B.)
- OR
- If "\$0.00" is being requested with the current invoice, even though there is a balance of unused funds.

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#### Lines F

##### Balance of Available Funds for 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> Quarter

This should be the balance available (if any) for the quarter.

This is a calculated field. No entry is necessary.

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#### Total Drawdown for This Invoice

This is the combined total of one or more quarter's drawdown to be paid to the board.

This is a calculated field. No entry is necessary.

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#### Double check...



- ◆ Request amounts in whole dollars up to the total allocation for the quarter.
- ◆ Make sure drawdown amount for current invoice (Lines E1, E2, E3 and E4) was not already invoiced on a previous document.
- ◆ Make sure the amount in "Total Drawdown For This Invoice" is correct.
- ◆ Make sure each invoice submitted to Ohio MHAS reflects all prior drawdown totals and updated balances, as this is the collective account of your Title XX fund activity with Ohio MHAS.
- ◆ Sign and date invoice.
- ◆ Upload completed Invoice to: Grants and Funding Management System (GFMS).

If you have any questions, please contact:

**Cindy Williams**

**Cindy.Williams@mha.ohio.gov**

**(614) 466-9936 phone**

**(614) 644-9116 fax**